Payroll FAQ:

1) Pay slip is not yet published. Please Check with Admin, How to publish?

 Reply = Pay slip can be generated to all / particular employees,

Process to generate the pay slip:

Payroll > Pay Out > Generate Payroll Report > Select Employee & Month > Generate Separate Files

Process to publish the pay slip to employees:

Payroll > Payroll Input > Payroll Month > select & edit the month > enable the Publish Pay slip

2) Salary is not reflecting in report, what need to be checked?

Reply = Employee salary structure & salary need to be updated.

Process to update structure:

Payroll > Employees > Edit > Payroll Details > Update Structure & Other Details & Save.

Process to update salary details:

Payroll > Employees > View Salary Details > Update & Save

3) TDS is calculating more / not calculated, how to override it?

 Reply = System will calculate TDS automatically based on his yearly earning & declarations

Process to override the TDS:

Payroll > Advance option > IT and Form 16 > Employee IT summary > Update & Save

4) How to generate the PF & ESI challans?

Reply = you can generate the PF&ESI ready challans though software which can uploaded directly in Govt website

Process to download the challans:

Payroll > Payroll Report > PF/PT/ESI Report **> PF Challan Report >** Select the Month & generate text file.

Payroll > Payroll Report > PF/PT/ESI Report **> ESI Challan Report >** Select the Month & generate report.

5) Where we can see upcoming event notifications details?

Reply = In HRIS can be reviewed upcoming Probation confirmation & other notification details

Payroll to review upcoming event notification details:

HRIS > Employee Notification

6) Employee Salary details updated but details are not reflecting / still there is a mismatch, how to correct it?

Reply = to correct salary if any changes has been done in attendance / in salary then salary need to be reprocessed.

7) Where employee can generate the pay slip?

Reply = Employee Can download it through their ESS portal OR through SO Lite Mobile App

Process to download through ESS portal:

Payroll > Pay slip > Select the month & Generate

8) How to create payroll month?

Reply = before processing the salary a new month need to be created.

Process to create a new month:

 Payroll > Payroll Input > Payroll month > Create New Month & save

9) Where we can see employee TDS calculation & bifurcation details?

Reply = we can download the TDS reports for all the employees

Process to download the TDS reports:

Payroll > Payroll Reports > IT computation report > TDS breakup > Select the year & generate.

10) Where we can select the Tax regime in Admin application?

Reply = Tax regime can be selected through admin portal or employee also can select it through his ESS portal.

Process to select tax regime through admin:

Payroll > Employees > Edit > Payroll Details > Select new tax regime components

Process to select tax regime through ESS portal:

Payroll > Employee IT projection > Select tax regime & Save

11) How to do an F&F process?

Reply = Before the F&F process if there are any earnings & deductions then those need to be assigned to the employees.

- **Step 1:** Update Resignation dates, Payroll > Employees > Edit > Separation Details > Update & Save.

- **Step 2:** Hold his salary, Payroll > F&F Settlement > Stop employee salary > Select month, Employee & Save.

- **Step 3:** Process the employee salary, Payroll > Salary transactions > Process Payroll > Select the month & process it.

- **Step 4:** Review & complete the settlement, Payroll > F&F Settlement > Full & Final settlement > Select the employee > Review earning, deductions & resignation dates & Save.

- **Step 5:** Download F&F settlement report, Payroll > F&F Settlement > Settlement payout statement.

- **Step 6:** Generate F&F settlement pay slip, Payroll > Pay Out > Generate Payroll Report > Select Pay Slip Format > Select F&F Month > Generate Separate File.

12) On a particular month where can I do some deductions for particular employee?

Reply = we can update deduction details manually or through excel sheet also.

Process to update Additional Deductions:

Payroll > Pre-Salary Transaction > Additional Deduction > Allot Additional Deduction > Select Deduction Head & Employee > Save.

13) Where we can update Bonus values?

Reply = In Additional earning we can update bonus & other earning which need to provide on particular month to particular employee.

Process to update additional deduction:

Payroll > Pre-Salary Transaction > Additional Earning > Allot Additional Earning > Select Earning Head, Employee & Save.